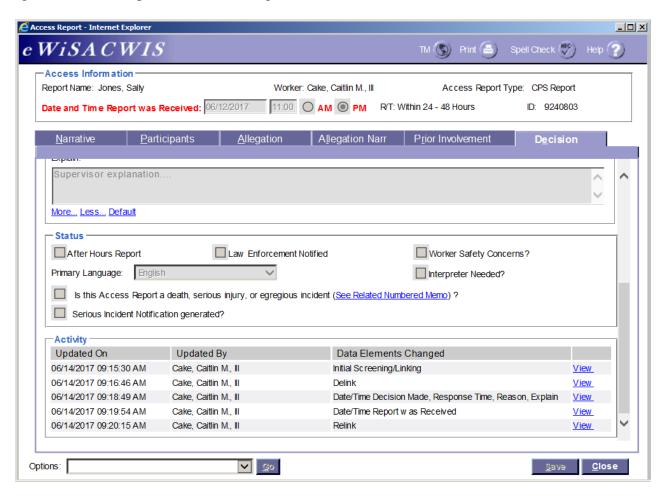# Access Report – Audit Tracking

The Activity groupbox on the Decision tab of access reports is used to record and display information related to changes made to the report after a screening decision has been made.
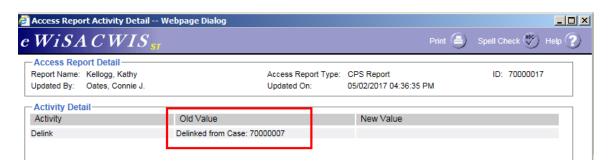

The Activity groupbox will display high level information about the changes made to the access report, including the date and time the change was made, which worker made the change, and the data element that was changed.
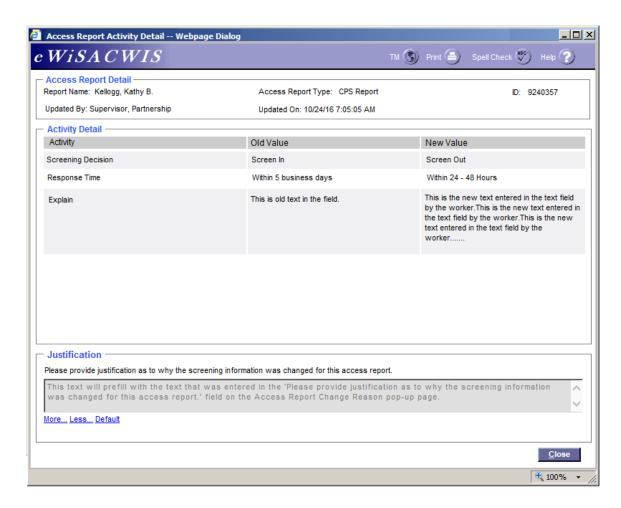
Upon clicking the View hyperlink, the Access Report Activity Detail page opens. Additional details regarding the specific change are displayed, along with the text field containing the worker's justification for the change. Information displayed on the page could include changes to the following:

- **Initial Screening/Linking** – displays information about the initial screening decision and the case the report was initially linked to. The following information will display: Case ID of the case the report was linked to, Supervisor Name, Screening Decision, Date/Time Decision Made, Response Time, and Reason.
- **Date and Time Report was Received** – displays the date and time the access report was received from the Access Information groupbox on the Access Report page.
- **Delink** – occurs when 'Delink Access Report/Assessment' is selected from the Options dropdown field on the Maintain Case page and page is successfully saved. Displays the Case ID of the case the access report was linked to. The old value will display 'Delinked from Case: #######' and the new value will be blank.
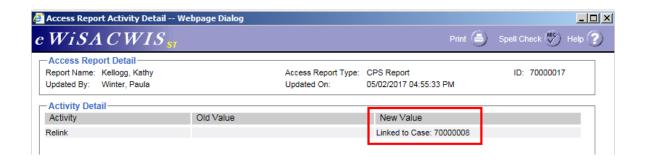
- **Screening Decision** – displays the Supervisor Decision from the Supervisor Decision groupbox on the Decision tab of the Access Report page.
- **Date/Time Decision Made** – displays the date and time the Supervisor Decision was made from the Supervisor Decision groupbox on the Decision tab of the Access Report page.
- **Response Time** – displays the Response Time indicated from the Supervisor Decision groupbox on the Decision tab of the Access Report page.
- **Reason** – displays the Reason indicated from the Supervisor Decision groupbox on the Decision tab of the Access Report page.
- **Explain** – displays the text from the Explain narrative field from the Supervisor Decision groupbox on the Decision tab of the Access Report page.
- **Relink** – occurs upon save of the Maintain Case page when relinking an access report to a case. Displays the Case ID of the case the access report is linked to. The old value will be blank and the new value will display 'Linked to Case: #######.'

Each time a change is made to any field in the Supervisor Decision groupbox on the Decision tab of an access report that has been delinked from a case, the 'Access Report Change Justification' pop-up page will launch upon Save. The page will also automatically open when selecting the Save button after any change has been made to the Date and Time Report was Received fields since the previous save of the page, regardless of whether the Access Report has been delinked or not.

Note: The 'Access Report Change Justification' pop-up page will not open upon initial save of the Access Report.

Upon selecting the Continue button, the following message will display if text has not been entered in the justification narrative box:

- "Please enter required fields – Please provide justification as to why the screening information was changed for this access report."

Selecting the Close button or the 'X' button will discard changes made on the Access Report Change Justification page and will return the worker to the Access Report page without saving the text. Clicking the Save button on the Access Report page will launch the Access Report Change Justification page again to ensure the worker enters a Justification for changes to the screening decision or date/time the report was received.